



EXECUTIVE CHAMBERS
HONOLULU

BENJAMIN J. CAYETANO
GOVERNOR

August 28, 2000

Memo No. 00-06

EXECUTIVE MEMORANDUM

TO: All Department Directors and Agency Heads

SUBJECT: Legislation-Guidelines and Procedures

Building for the future, meeting basic social responsibilities, and modernizing government operations will continue to be the primary goals as we move toward the Twenty-First Legislature, Regular Session of 2001. To facilitate legislative coordination, the attached timetable is being distributed for your agency's appropriate attention.

The Legislative Timetable is a guide for operational purposes. We need to remain flexible as the legislative agenda develops; however, your adherence to submission deadlines is important. The process that follows has been developed to provide each agency with a timetable to properly coordinate bills and resolutions.

As we work with our Legislature, I trust that you will continue to strive aggressively and effectively to ensure a successful legislative session. I applaud your efforts in past sessions, and extend my appreciation for your diligence and commitment towards completing the vision for our State.

Sam Callejo (586-0005) will continue to oversee the legislative program and I have assigned David J. Rodriguez (586-0001) to facilitate and manage all legislative coordination efforts. As a reminder, should you have any concerns regarding legislative matters, please do not hesitate to reach them.

BENJAMIN J. CAYETANO

Attachment

**Executive Branch
State of Hawaii**

Legislative Guidelines

**Twenty-First Legislature
Regular Session of 2001**

August 28, 2000

TABLE OF CONTENTS

| | <u>Page</u> |
|--|--------------------|
| I. <u>Introduction</u> | |
| A. Guideline Format | 1 |
| B. Purpose | 1 |
| C. Definitions | 1 |
| II. <u>Policies and Guidelines</u> | |
| A. Legislative Coordinators | 2 |
| B. Preparing the Legislative Package | |
| 1. Legislative Proposals Deadline | 2 |
| 2. Prior Consultation With Other Agencies | 2 |
| 3. Short Form Bills | 2 |
| 4. Appropriation Bills | 3 |
| 5. Bill Titles | 3 |
| 6. Office, Board and Commission Measures | 3 |
| 7. Additions to the Legislative Package | 3 |
| 8. Resolutions | 3 |
| 9. Review by the Governor | 3 |
| 10. Final Legislative Package Deadline | 3 |
| 11. Transmittal to the Legislature | 4 |
| C. Testifying and Tracking Bills | |
| 1. Copies of Testimony | 4 |
| 2. Lead Agencies | 4 |
| 3. Testifying | 4 |
| 4. Tracking Bills | 4 |
| D. Review of Passed Legislation | |
| 1. Comments and Recommendations | 5 |
| 2. Bills Presented to the Governor Ten or More Days Before Adjournment Sine Die. | 5 |
| 3. Bills Presented to the Governor Less Than Ten Days Before Adjournment Sine Die | 5 |
| 4. Veto Reviews/Meetings | 6 |
| 5. Reports, Resolutions Adopted, and Requests Made by Budget Provisos or Other Acts | 6 |
| 6. Responding to Other Legislative Requests | 6 |
| 7. Changes to the General or Specific Appropriation Bills | 6 |

III. Requirements and Procedures

| | |
|---------------------------|---|
| A. Legislative Proposals | 7 |
| B. Justification Sheet(s) | 7 |
| C. Summary Sheet(s) | 8 |

IV. Timetable and Distribution Schedule

| | |
|---------------------------------|-------|
| A. Legislative Package | 8-9 |
| B. Resolutions | 9 |
| C. Reports to the Legislature | 10 |
| D. Comments and Recommendations | 10 |
| E. Date Due (Timetable) | 11-12 |

V. Exhibits

| | | | |
|---------|-----|--|-------|
| Exhibit | A | -Revised Bill in Ramseyer Format | 13-14 |
| Exhibit | B | -Justification Sheet | 15-16 |
| Exhibit | C | -Summary Sheet | 17 |
| Exhibit | D-1 | -House Resolution | 18-19 |
| | D-2 | -Senate Resolution | 20-21 |
| | D-3 | -Justification Sheet | 22 |
| | D-4 | -Legislative Proposals/Resolutions Summary Sheet | 23 |
| Exhibit | E | -Standard Language for Testimony | 24 |
| Exhibit | F-1 | -Letter Addressed to the House | 25 |
| | F-2 | -Letter Addressed to the Senate | 26 |
| Exhibit | G | -Memo Appointing Legislative Coordinators | 27 |
| Exhibit | H | -Comments and Recommendations Format | 28 |
| Exhibit | I-1 | -Form For Comments and Recommendations on Resolutions Adopted and Other Studies Requested By the Legislature | 29 |
| | I-2 | -Sample | 30 |
| Exhibit | J | -Agencies Legislative Code | 31 |
| Exhibit | K | -Preparing for the Final Legislative Package | 32 |
| Exhibit | L-1 | -Cover Memo (Attached Agency). | 33 |
| | L-2 | -Cover Memo (Department) | 34 |

I. INTRODUCTION

A. Guideline Format

| | |
|--------------|---|
| Section I. | Introduction, General Outline |
| Section II. | Policies and Guidelines Policies and guidelines of the legislative program |
| Section III. | Requirements and Procedures Requirements and procedures for the preparation of the legislative package |
| Section IV. | Timetable and Distribution Schedule Timetable for administrative review and deadlines |
| Section V. | Exhibits |

B. Purpose

The purpose of these guidelines is to detail the policies and procedures that will govern the Administration's Legislative Program. The cooperation of every agency is needed to assure that the Governor is able to identify which measures should become part of the 'Administration's package and that these proposals be submitted to the Legislature in a timely manner in accordance with the requirements established by the two houses.

It is of high importance to follow these guidelines in order to achieve and maintain proper communication between offices.

C. Definitions

The following terms will be used frequently for the purposes of these terms:

"Agency" refers to any department, agency, office, board, commission, or other entity whose legislative proposals may be included in the Administration's package.

"Legislative package" refers to the summary sheet, drafts of an agency's complete set of legislative measures, and justification sheets for each measure.

"Legislative proposal" refers to a proposed bill or resolution.

II. POLICIES AND GUIDELINES

A. Legislative Coordinators

1. Each agency will designate a deputy director or an officer and an alternate top-level officer or representative to serve as its legislative coordinator. Each director or agency head shall send a memo to the Governor's Office (Attn. : David J. Rodriguez) stating the name, title, office phone, fax, pager, and cellular number of the legislative coordinator by Monday, September 11, 2000.
2. Each legislative coordinator must examine all bills to determine which ones affect the coordinator's agency. The coordinator will then be responsible for carefully examining and tracking these bills.
3. Legislative coordinators are expected to attend weekly meetings during the legislative session. **(Deputy directors of a department or an officer of an office, board, commission, or other entity are highly encouraged to attend these weekly meetings).**
4. Any questions regarding the guidelines or procedures should be referred to David J. Rodriguez at 586-0001. (You must bring to his attention any information that is unclear to you in regards to the guidelines or procedures).

B. Preparing the Legislative Package.

1. Legislative Proposals Deadline.

All agencies must have the first draft of their legislative proposals and justification sheets submitted by Friday, September 29, 2000. If pressing circumstances require the submittal of additional proposals after this deadline, please inform David J. Rodriguez.

2. Prior Consultation with Other Agencies.

All state or county agencies that may be affected by a proposed measure **MUST** be informed prior to submission of the first draft of the proposal.

3. Short Form Bills.

No **short form bills** will be accepted unless written permission has been previously obtained from Sam Callejo or David J. Rodriguez.

4. Appropriation Bills.

Legislative proposals for appropriations that do not contain statutory amendments shall not be submitted unless *it requires doing so. If an agency wants to submit an appropriation as a separate measure from the budget, an exemption in writing must be obtained from Sam Callejo.*

5. Bill Titles.

Each bill should have a specific title that expresses a single subject, which covers all parts of the bill. **Very important:** Departments shall consolidate related topics under one bill.

6. Office, Board, and Commission Measures.

Offices, boards, and commissions shall submit their legislative proposals through the director of the department to which they are attached. The director may include these proposals in the department's legislative package. The director will be responsible for these proposals throughout the legislative process.

7. Additions to the Legislative Package.

No addition to the legislative package will be permitted after **Friday, December 1, 2000** unless approval is obtained from **Sam Callejo** or the Governor makes a specific request.

8. Resolutions.

Resolutions will be introduced in both houses of the Legislature as concurrent resolutions and should be so entitled.

9. Review by the Governor.

Meetings will be held with the directors of each department after **Friday, December 1, 2000.** Directors will be notified directly of the exact times.

10. Final Legislative Package Deadline.

All approved proposals and justification sheets must be submitted in **FINAL** form with a summary sheet by **Friday, January 5, 2001.**

11. Transmittal to the Legislature.

The legislative proposals and justification sheets will be transmitted by the Governor's Office to both houses of the Legislature. The date will be set by the Legislative Calendar, usually two days after the State of the State Address. Upon notification by David J. Rodriguez, each agency will have a diskette and one hard copy of all proposals and justification sheets in final form sent to the Governor's Legislative Office, Room 415 (Attn: Genaro Q. Bimbo).

C. Testifying and Tracking Bills.

1. Copies of Testimony.

At least one day prior to testifying, an agency **MUST** hand deliver or fax one copy of its testimony to the Governor's Office (586-0046) and one copy to Budget and Finance.

2. Lead Agencies.

Every effort should be made to coordinate testimony with related agencies in order to avoid testimony that conflicts. **No written testimony** on administration bills should be prepared without consulting the lead agency. Other bills may also have a designated lead agency, which should always be consulted before testifying.

3. Testifying.

It is very important that, whenever possible, department **Directors** testify before Senate and House committees. Testimony should be clearly in support of or opposition to the bill(s) in question. When testifying on bills appropriating money beyond what the budget provides, standard language should be utilized by all departments (**see Exhibit E**).

4. Tracking Bills.

The legislative coordinator is responsible for tracking their respective administration bills. The coordinator is also responsible for identifying and tracking other bills that are of importance to their department.

Plan A. Weekly status reports will be submitted to the Governor's Office via David's e-mail. It is also the legislative coordinator's responsibility to identify any problems during the weekly legislative coordination meeting.

Plan B. Updated status reports will be submitted to the Governor's Office via Governor's website (**address to be disclosed**).

NOTE: Supplemental guidelines regarding this operation will be provided as determined.

D. Review of Passed Legislation.

1. Comments and Recommendations.

Each agency will be requested to submit comments and recommendations on bills passed which affect its department or office. All comments and recommendations, except for those from the Attorney General and Budget and Finance, should follow the standard format (**see Exhibit H**). Please transmit comments and recommendations to the Governor's Office (**original**) and to Budget and Finance (**one copy**).

- a. *To obtain information on individuals and/or organizations that supported or were against bills, please refer to the Senate and House standing committee reports and the hearing folders. If the bill went through numerous drafts, indicate the positions on the final draft.*
- b. Final floor votes can be obtained from the Legislature's website or the Legislative Reference Bureau's Information Office. List the names of legislators that voted "No" on the **FINAL** draft.

NOTE: If your agency has an interest in a bill but is not requested to submit comments, notify the Governor's Office (David J. Rodriguez 586-0001) immediately and submit your comments as soon as possible.

2. Bills Presented to the Governor Ten (10) or More Days Prior to Adjournment Sine Die.

A Referral Sheet requesting comments will be sent to each agency affected by the bill. The deadline for comments and recommendations is five days. This deadline date is indicated on the Referral Sheet sent by the Governor's Office. **This deadline must be strictly observed.**

Because the Governor only has ten days to consider passed bills that have been presented to the Governor ten or more days before the adjournment of a legislative session, the suspense date **MUST BE MET.**

3. Bills Presented to the Governor Less than Ten (10) Days Before Adjournment Sine Die.

A Referral Sheet requesting comments will be sent to each agency affected by the bill. The deadline for comments and recommendations is five days, except for AG and B & F, which might take longer due to high volume of bills they have to review. **This deadline must be strictly observed.**

One day after adjournment each legislative coordinator must submit a list of bills that affect the coordinator's department. This list will be considered by the Governor's Office when requesting comments and recommendations.

4. Veto Reviews/Meetings.

- a. Departments, except AG and B & F, that submit comments and recommendations of approval with concern or veto, must immediately fax a copy to Sam Callejo at 586-3953 and deliver the original document to David J. Rodriguez, Office of the Governor, Room No. 415.
- b. Departments that submitted favorable comments on a bill, which the Governor identifies as a possible veto, will be notified. These meetings will include veto and/or approval with concern(s) recommendations on passed bills submitted by Directors. Directors will be notified directly.

5. Reports, Resolutions Adopted, and Requests Made by Budget Provisos or Other Acts.

- a. Each Agency will submit a list of comments and recommendations on resolutions adopted that directly affect or interest the department and on requests made by budget provisos or other acts (see Exhibits I-1 and I-2).
- b. Reports are to be prepared for Concurrent Resolutions only. If department wishes to respond to a single House or Senate resolution, the director must submit a request in writing by fax to the Governor for approval and notify David J. Rodriguez by fax.
- c. Reports requested by concurrent resolutions, budget provisos, or other acts are to be submitted and distributed in accordance with Section IV-C: Reports to the Legislature.

6. Responding to Other Legislative Requests.

Legislative requests that are sent to all departments or require substantial amounts of work should be referred to David J. Rodriguez for review and coordination.

The director or agency head should handle all ordinary requests. Requests that are sensitive should be discussed with David J. Rodriguez for possible discussion and review with the Governor.

A copy of all correspondence prepared for the Legislature must be sent to the Governor's Office and Budget and Finance.

7. Changes to the General or Supplemental Appropriation Bills.

Amendments to the Executive Budget Request must be coordinated directly with the Department of Budget and Finance. The Director of Finance will make recommendations to the Governor. Budget and Finance will send copies of the responses to the Legislature on budget matters to the Governor's office.

III. REQUIREMENTS AND PROCEDURES

A. Legislative Proposals.

1. All measures are to be drafted in Ramseyer format in accordance with the requirements of the Legislative *Drafting Manual*, Ninth Edition, 1996, published by the Legislative Reference Bureau (see Exhibit A).
2. An identification code for each proposed bill must be indicated at the lower right corner of each page of the proposed bill. Use a letter code to identify the agency (see Exhibit J – e.g. BED-10 (01)) and a number code to identify the number of the proposal.
3. Revised bills that supersede earlier proposed bills are to be identified by the label **“REVISED”** and the date of the revision in the upper left hand corner of the first page of the revised proposal (see Exhibit A).

B. Justification Sheets (Note: Please put it behind the bill).

The justification sheet will list the submitting agency, the date submitted, and the title of the proposed bill or resolution (see Exhibit B). In addition, it must contain statements on the following:

- a. The purpose of the proposal.
- b. The means of carrying out the proposal.
- c. Justification for the proposal. As part of the justification narrative, short descriptions explaining the impact of this proposal on the public and this departments/other department shall be included (see Exhibit B). Justification sheets that are revised must be labeled **“REVISED”** with the date of the revision at the upper left corner of each front page (see Exhibit B).
- d. Estimate of the required funds, including the initial and subsequent annual operating costs and the means of financing. If federal funds are involved, the amounts and methods of acquiring these funds must be indicated.
- e. The PPBS program designation. The program designation should reflect the lowest level program affected by the proposal. If more than one program is involved, the primary program is to be identified first.
- f. Other governmental agencies affected by the proposed legislation. These must have been consulted prior to Friday, September 29, 2000.
- g. Effective date. Insert effective date of legislative proposal here, including explanations when appropriate.
- h. Identification number at the lower right corner (see Exhibit B – e.g. BED-10 (01)).

C. Summary Sheets.

The summary sheet will list each legislative proposal being submitted by the agency, including resolutions. Summary sheets that are revised must be labeled “**REVISED**” with the revision date on the upper right corner of each page (see Exhibit C).

IV. TIMETABLE AND DISTRIBUTION SCHEDULE

A. Legislative Package.

1. **September 11, 2000, Monday:** Memo appointing Legislative Coordinators due (see Exhibit G).
2. **September 29, 2000, Friday:** LEGISLATIVE PACKAGE DUE (First drafts of proposals, justification sheets, and summary sheet). Submit a package to the following:

Governor’s Office (Attn: David Rodriguez) – 1 original & 1 copy (unstapled)
Attorney General (Attn: Maurice Kato) – 2 copies
Budget and Finance (Attn: Stan Shiraki) – 1 copy

3. **November 3, 2000, Friday:** Attorney General completes legal and format review and returns bill proposals to departments for revision.
4. **November 17, 2000, Friday:** REVISED LEGISLATIVE PACKAGE DUE.

All legislative proposals, any justification sheets, and the summary sheet shall be distributed to:

Governor’s Office (Attn: David Rodriguez) – 1 original & 1 copy (unstapled)
Attorney General (Attn: Maurice Kato) – 2 copies
Budget and Finance (Attn: Stan Shiraki) – 1 copy

5. **December 1, 2000, Friday:** Budget and Finance sends comments on legislative proposals to Governor’s Office (Attn: David J. Rodriguez).
6. **Before December 6, 2000, Friday:** Annual Reports and Transmittal Letters due to Governor’s Office (Attn: David J. Rodriguez).

All Departments send reports requested by concurrent resolutions, budget provisos, and other acts and transmittal letters to House and Senate to Governor’s Office (Attn: David J. Rodriguez).

7. December 6 through December 22, 2000 – Governor’s Review:

Agencies will be notified of the Governor’s decision, which might include requests for revisions or even new legislative proposals.

8. January 5, 2001, Friday: FINAL LEGISLATIVE PACKAGE DUE.

Seven copies of the agency’s bills and justification sheets in final form are to be sent to the Governor’s Office (Attn: David J. Rodriguez). One of the seven copies is to be marked **“FINAL”** in the upper left corner of the first page of the bill and justification sheet (see Exhibit K). All copies of the summary sheet are also marked **“FINAL”** and sent to the Governor’s Office ~~Please~~ see **Exhibit K** for further instructions.

9. After Notification of Submittal:

When the Administration’s bills have been formally submitted to the Legislature, David J. Rodriguez will notify each agency. Administration bills then need to be put into the House and Senate computer systems. The Legislative Reference Bureau will coordinate this process with the House and Senate. The procedures are as follows:

- a. Every bill in final form shall be saved on diskette (3 ½”)
- b. Use Word 97; WordPerfect 5.x or 6.x; MS Word for Windows 2.0 or 6.0; RTF; or ASCII
- c. Name the documents using the agency code and number (e.g. **BED-10 (01)**)
- d. On the diskette, indicate the document names, the format used, and the name and telephone number of a contact person.
- e. Deliver the diskette and one hard copy of each bill to the Governor’s Legislative Office (Attn: Genaro Q. Bimbo, Room 415, State Capitol).

B. Resolutions.

Resolutions will follow the same preparation procedures as bills, including justification sheets and agency summary sheet. Use the same agency code and add an **“R”** (e.g. **BUF-RI(01)** – see Exhibits D-1, D-2, D-3, D-4). Resolutions also follow the same timetable as bill proposals.

C. Reports to the Legislature.

1. **Annual Reports.** Each agency will transmit a list of all annual reports required by the Legislature to the Governor's Office by **Friday, September 15, 2000.**
2. **Reports requested by concurrent resolutions, budget provisos, and other acts.** Reports shall be submitted by **Monday, December 4, 2000.**
3. **Processing of All Reports.** Send one copy of the report with original transmittal letters addressed to the Senate and House to the Governor's Office with cover memo (see **Exhibits L-1 and L-2**) for the Governor's signature (see **Exhibits F-1 & F-2**). Each report shall be submitted separately. Date on the transmittal letters to the Speaker and President shall be 7 days in advance, not including weekends. A copy of the report will be retained by the Governor's Office.
4. **Office, Board, and Commission Reports.** Offices, boards, and commissions shall submit their legislative reports through the director of the department to which they are attached. The director will be responsible for these reports.
5. **Distribution.** After approval of the report by the Governor, the signed transmittal letters will be returned to you. Then, the reports are to be distributed as follows:
 1. Senate President's Office with original transmittal letter ~ 30 copies
 2. House Speaker's Office with original transmittal letter ~ 60 copies
 3. Governor's Office (Attn: Research) ~ 1 copy
 4. Lt. Governor's Office ~ 1 copy
 5. Legislative Reference Bureau (Attn: Frances Enos) ~ 1 copy
 6. Legislative Auditor ~ 2 copies
 7. Budget and Finance ~ 1 copy

D. Comments and Recommendations on Resolutions Adopted and Requests Made by Budget Provisos and Other Acts.

21st Legislature - Regular Session of 2001: Each legislative coordinator is requested to submit a list of comments and recommendations on resolutions adopted, budget provisos, and other acts that affect the coordinator's agency (see **Exhibits I-1 and I-2**). This form is due on **July 6, 2001, Friday.** If a resolution requires action prior to July 6, comments should be submitted to the Governor's Office at least one week prior to the stated deadline.

**E. DATE DUE: TIMETABLE AND DISTRIBUTION SCHEDULE
REPORT/LEGISLATIVE PACKAGE**

| DATE DUE | DESCRIPTION | SEND TO: | TOTAL COPIES | SPECIAL INSTRUCTION |
|--|--|--|---------------------------------------|---|
| 9/11/00 | Letter appointing Legislative Coordinator. | GOV/David J. Rodriguez | 1 | Include title, office phone, fax, pager, & all other numbers. (See Exhibit G) |
| 9/15/00 | List of Annual Reports. | GOV/David J. Rodriguez | 1 | |
| 9/29/00 | 1. First draft of proposed bills and resolutions. 2. Justification sheets and summary sheets. | GOV/David J. Rodriguez ATG/Maurice Kato BUF/Stam Shiraki | Original + 1 (Unstapled) 2 1 | All short form bills must have Sam Callejo's prior approval. |
| 11/3/00 | Attorney General completes legal and format review of proposed resolutions and bills and return to agencies for revision. | All Agencies | | |
| 11/17/00 Revised Legislative Package Due | 1. Current versions of all bills. 2. Current versions of all concurrent resolutions. 3. Revised justification sheets and summary sheets. | GOV/David J. Rodriguez ATG/Maurice Kato BUF/Stam Shiraki | Original + 1 (Unstapled) 2 1 | Please do not staple. You may use paper clips. |
| 12/1/00 | Buf comments on proposals. | GOV/David J. Rodriguez | 1 | |
| 12/4/00 | 1. Reports requested by concurrent resolutions, budget provisos and other acts. 2. Transmittal letters addressed to the House and Senate for above reports. | House Speaker Senate President | 60 30 | Your adherence to submission deadlines is important. |
| Before 12/6/00 | Annual Reports and Transmittal Letters. | GOV/David J. Rodriguez | | (See Exhibits L-1 & L-2) (See Exhibits F-1 & F-2) |
| After GOV signs transmittal letters | Annual Reports and Transmittal Letters. | House Speaker Senate President | 60 30 | Please see Exhibits L-1, L-2, F-1 and F-2. |
| | Annual Reports and blind copies of Transmittal Letters. | GOV/Attn. : Research LRB/Francis Enos Lt. Governor Legislative Auditor BUF | 1 1 1 2 1 | |

| | | | | |
|---|--|--|--|--|
| 12/6/00 through 12/22/00 | Governor's review with Directors. (Please send 5 copies of the Legislative Proposals the day before the scheduled review date). | GOV/David J. Rodriguez | 5 | Agencies will be notified of the GOV's decision, which might include requests for revisions or even new legislative proposals. |
| 1/5/01 | Final Legislative Package Due. Seven (7) copies of the agency's bills and justification sheets in final form. | GOV/David J. Rodriguez | 7 | Please see Exhibit K. |
| After final approval | 3 ½ " diskette of proposals in final form with 1 hard copy of each bill. On the diskette, indicate the document names, the format used, and the name and telephone number of a contact person. | Governor's Legislative Office (Attn: Genaro Q. Bimbo, Room 415, State Capitol) | 1 | Use Microsoft Word '97 or compatible software. Name the documents using the agency code and number. (e.g. BED-9 (01)) |
| One day before hearing | Testimony. | BUF/Stam Shiraki GOV/David J. Rodriguez | 1 1 | An agency must hand deliver or fax one copy of its testimony at least one day before hearing date. |
| 2001 After bill passes the legislature | Comments and recommendations on passed bills. Five (5) or Twelve (12) day deadline. | BUF/Stam Shiraki GOV/David J. Rodriguez GOV/Sam Callejo (Concern, Disapproval, or Veto only) | 1 Original 1 Fax Copy | All departments, except AG and B & F, who have been sent a referral sheet, whether you have no comment or no position to the bill must submit comments and recommendations and must adhere to the 5 or 12 day deadline, which will be indicated on the referral sheet. |
| Before VETO deadline | Veto meetings with Directors to discuss possible vetoes. | GOV/David J. Rodriguez | 5 | Please send 5 copies of the bill(s) the day before the scheduled meeting. |
| 7/6/01 | Comments and recommendations on resolutions and requests made in budget provisos and other acts. | GOV/David J. Rodriguez BUF/Stam Shiraki | 1 1 | Notify the Governor's Office immediately (David J. Rodriguez) 586-0001 if unable to make the deadline. |

REVISED: November 17, 2000
DATE: October 10, 2000

EXHIBIT A

2 " B. NO.

A BILL FOR AN ACT

RELATING TO ORGANIZED CRIME.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF HAWAII:

5 spaces

1 SECTION 1. Section 842-3, Hawaii Revised Statutes, is
2 amended to read as follows:
3 "§842-3 Penalty; forfeiture of property. Any person who
4 violates this chapter shall be guilty of a class B felony and
5 shall be fined not more than \$10,000, [or] and sentenced to an
6 indeterminate term of imprisonment of ten years without
7 possibility of suspension of sentence or probation, and shall
8 forfeit to the State any interest or property acquired or
9 maintained in violation of this chapter as provided in chapter
10 712A."

3/4"
11 SECTION 2. Section 842-11, Hawaii Revised Statutes, is
12 amended to read as follows:

1 1/4"
13 "§842-11 Failure to report income; penalty. Any law to
14 the contrary notwithstanding, no person shall [willfully]
15 wilfully fail to report income derived, directly or indirectly,
16 from a racketeering activity or through collection of an
17 unlawful debt, or to pay the taxes due thereon as provided by
18 [chapters] chapter 235 or 237. Whoever violates this section

1 1/2"

13

ATG-85 (01)

1 1/2"



Page 2



_____ . B. NO. _____

1 is guilty of a class B felony and shall be fined not more than
2 \$10,000 [or] and imprisoned not more than ten years, [or both,]
3 in addition to any assessment and collection of taxes,
4 penalties, and interest to which the State may be entitled
5 under chapters 235 and 237."

6 SECTION 3. Statutory material to be repealed is
7 bracketed. New statutory material is underscored.

8 SECTION 4. This Act shall take effect upon its approval.
9

10

INTRODUCED BY: _____

2 spaces

PLEASE NOTE: Courier font size should be 10 characters per inch horizontally (old pica size) and line spacing should be 6 lines per inch vertically.

In Microsoft Word, select Courier font, 12 pt. size, and set line height as follows: Go to FORMAT, PARAGRAPH and SPACING and LINE SPACING and set to "At Least" and "At" to 24.

In WordPerfect, the font should be Courier Regular 12 pt. with a line height of 0.167". Change line height as follows: LAYOUT, LINE, HEIGHT, FIXED at 0.167".

ATG-85 (01)

1" ↑↓

REVISED: November 17, 2000

EXHIBIT B

JUSTIFICATION SHEET

DATE: October 10, 2000

DEPARTMENT:

Attorney General

TITLE:

A BILL FOR AN ACT RELATING TO ORGANIZED
CRIME.

PURPOSE:

To clarify that when a person fails to report
income derived from a racketeering activity,
or fails to pay the taxes due thereon, the
person commits a class B felony, punishable
by a mandatory fine and imprisonment.

MEANS:

Amend sections 842-3 and 842-11, Hawaii
Revised Statutes.

1" ←→

JUSTIFICATION:

3" ←→

The present elements of the offense in
section 842-11 (a felony offense) overlap
with the elements of the offense in chapter
235 (a misdemeanor) relating to failure to
report income or nonpayment of taxes. The
overlap creates a conflict based on the
Hawaii Supreme Court's ruling in State v.
Modica, 58 Haw. 249 (1977). Modica held that
an act which constitutes a felony under one
statutory provision and a misdemeanor under
another statutory provision cannot be
prosecuted under the greater offense, based
on constitutional principles of due process
and equal protection. This conclusion is
true only where the elements of the two
statutory provisions are the same.
Accordingly, the amendment adds an additional
element to the felony offense in section 842-
11, so that it applies only where the income
is derived from racketeering activity.

1" ←→

In addition, this bill establishes that the
mandatory penalty for racketeering offenses
requires the imposition of a fine and
imprisonment, in accordance with the intent
of the legislature when section 842-3 was
amended in 1987. In 1987, Act 140 amended
section 842-3 to provide that the imposition
of a fine should be in addition to the term
of imprisonment, thus making the offense non-
probationable. However, when section 842-3
was further amended by Act 27, Session Laws
of Hawaii 1990, the "and" was inadvertently
changed to "or". This bill would correct
this error.

1" ↑↓

15

ATG-85 (01)

1/2" ↑↓

Impact on the public: Eliminating the conflict in the penalty provisions will permit felony prosecutions where the State establishes that the offense involves racketeering activity. The amendment will aid in enforcement and will enhance the deterrent effect of the racketeering laws.

Impact on the department and other agencies: This bill should not affect criminal justice agencies, other than eliminating the possibility that they would have to debate the interpretation of the penalty provisions of the racketeering law.

GENERAL FUND: None.

OTHER FUNDS: None.

PPBS PROGRAM
DESIGNATION: None.

OTHER AFFECTED
AGENCIES: Judiciary, County Prosecutors, and Office of the Public Defender.

EFFECTIVE DATE: Upon approval.

EXHIBIT C

REVISED: November 30, 2000

LEGISLATIVE PROPOSALS AND RESOLUTIONS SUMMARY SHEET
21st Legislature, Regular Session of 2001

Department: DEPARTMENT LAND AND NATURAL RESOURCES

Date: October 3, 2000

| CODE/RESOLUTION NO. | TITLE |
|---------------------|--|
| LNR-01(01) | RELATING TO LAND COURT |
| LNR-02(01) | RELATING TO RECORDATION |
| LNR-03(01) | RELATING TO THE BOATING SPECIAL FUND |
| LNR-R1(01) | CONCURRENT RESOLUTION CALLING FOR A TASK FORCE AND REQUESTING A STUDY TO REVIEW THE FISCAL NEEDS OF THE STATE HIGHWAY FUND AND REPORT ON DEVELOPING A REVENUE PLAN FOR THE HIGHWAYS DIVISION |

REVISED: November 17, 2000
DATE: October 10, 2000

HOUSE OF REPRESENTATIVES
TWENTY-FIRST LEGISLATURE, 2001
STATE OF HAWAII

H.C.R. NO.

EXHIBIT D-1

HOUSE CONCURRENT RESOLUTION

CALLING FOR A TASK FORCE AND REQUESTING A STUDY TO REVIEW
THE FISCAL NEEDS OF THE STATE HIGHWAY FUND AND REPORT ON
DEVELOPING A REVENUE PLAN FOR THE HIGHWAYS DIVISION.

- 1 WHEREAS, the Highways Division of the Department of
2 Transportation, Highways Division will have transferred
3 approximately \$99,000,000 from the State Highway Fund to the
4 General Fund from fiscal year 1995-1996 to fiscal year 1998-
5 1999; and
6
7 WHEREAS, the Highways Division has lengthened it's ten-
8 year cycle road maintenance resurfacing program to a thirteen-
9 year cycle program due to reductions in the maintenance
10 program budget; and
11
12 WHEREAS, state roads will continue to deteriorate and the
13 costs to maintain state roads will increase due to the
14 lengthening of the maintenance cycle; and
15
16 WHEREAS, Hawaii's bridges are the second worst in the
17 nation with fifty-one per cent of the bridges in the State of
18 Hawaii in need of repair or replacement because they are
19 either structurally deficient or functionally obsolete; and
20
21 WHEREAS, with the federal Intermodal Surface
22 Transportation Efficiency Act (ISTEA) and the new
23 Transportation Efficiency Act (TEA 21) programs, there are
24 more agencies competing for limited federal funds and the
25 Highways Division is getting a smaller percentage of federal
26 dollars than in previous years; and
27
28 WHEREAS, the Highways Division must maintain a sufficient
29 fund balance in the State Highway Fund for cash flow purposes
30 to provide advance funding for the federal-aid reimbursement
31 program; and
32
33 WHEREAS, the last increase in the state liquid fuel tax,
34 state motor vehicle registration fee, and the state vehicle
35 weight tax and the establishment of the rental motor vehicle
36 and tour vehicle surcharge tax occurred in 1991 under Act 263,
37 Session Laws of Hawaii 1991; now, therefore,
38
39 BE IT RESOLVED by the House of Representatives of the
40 Twentieth Legislature of the State of Hawaii, Regular Session
41 of 2001, the Senate concurring, that the Department of

TRN-R1(01)

↑↓ 1"

Page 2

H.C.R. NO. _____

1 Transportation is requested to convene a Task Force to review
2 the fiscal needs of the State Highway Fund relative to its
3 ability to meet planned operating and capital improvement
4 expenditure requirements; and to develop a revenue plan that
5 will maintain the solvency of the fund through the six-year
6 planning period in an efficient and equitable manner; and
7

8 BE IT FURTHER RESOLVED that the Task Force is requested
9 to report its findings and recommendations to the Legislature
10 twenty days before the convening of the Regular Session of
11 2001; and
12

13 BE IT FURTHER RESOLVED that certified copies of this
14 Concurrent Resolution be transmitted to the Director of
15 Transportation, the President of the Hawaii Automotive Retail
16 Gasoline Dealers Association, the Chair of OMPO's Citizen
17 Advisory Commission, the Managing Director of the Hawaii
18 Transportation Association, the Executive Director of the Tax
19 Foundation of Hawaii, the Vice-President and Chief Economist
20 of the Bank of Hawaii, the President of the Chamber of
21 Commerce of Hawaii, the Executive Director of the Construction
22 Industry Legislative Organization, the Director of the
23 Construction Industry Legislative Organization, the House of
24 Representatives, the Director of Finance, the Director of
25 Taxation, and the Director of Business, Economic Development,
26 and Tourism.
27
28
29
30
31

OFFERED BY: _____

2 | 

TRN-R1 (01)

↑↓ 1/2"

REVISED: November 17, 2000
DATE: October 10, 2000

THE SENATE
TWENTY-FIRST LEGISLATURE, 2001
STATE OF HAWAII

S.C.R. NO.

EXHIBIT D-2

SENATE CONCURRENT RESOLUTION

CALLING FOR A TASK FORCE AND REQUESTING A STUDY TO REVIEW
THE FISCAL NEEDS OF THE STATE HIGHWAY FUND AND REPORT ON
DEVELOPING A REVENUE PLAN FOR THE HIGHWAYS DIVISION.

1 WHEREAS, the Highways Division of the Department of
2 Transportation, Highways Division will have transferred
3 approximately \$99,000,000 from the State Highway Fund to the
4 General Fund from fiscal year 1995-1996 to fiscal year 1998-
5 1999; and

6
7 WHEREAS, the Highways Division has lengthened it's ten-
8 year cycle road maintenance resurfacing program to a thirteen-
9 year cycle program due to reductions in the maintenance
10 program budget; and

11
12 WHEREAS, state roads will continue to deteriorate and the
13 costs to maintain state roads will increase due to the
14 lengthening of the maintenance cycle; and

15
16 WHEREAS, Hawaii's bridges are the second worst in the
17 nation with fifty-one per cent of the bridges in the State of
18 Hawaii in need of repair or replacement because they are
19 either structurally deficient or functionally obsolete; and

20
21 WHEREAS, with the federal Intermodal Surface
22 Transportation Efficiency Act (ISTEA) and the new
23 Transportation Efficiency Act (TEA 21) programs, there are
24 more agencies competing for limited federal funds and the
25 Highways Division is getting a smaller percentage of federal
26 dollars than in previous years; and

27
28 WHEREAS, the Highways Division must maintain a sufficient
29 fund balance in the State Highway Fund for cash flow purposes
30 to provide advance funding for the federal-aid reimbursement
31 program; and

32
33 WHEREAS, the last increase in the state liquid fuel tax,
34 state motor vehicle registration fee, and the state vehicle
35 weight tax and the establishment of the rental motor vehicle
36 and tour vehicle surcharge tax occurred in 1991 under Act 263,
37 Session Laws of Hawaii 1991; now, therefore,

38
39 BE IT RESOLVED by the Senate of the Twentieth Legislature
40 of the State of Hawaii, Regular Session of 2001, the House

TRN-R1(01)



1 of Representatives concurring, that the Department of
2 Transportation is requested to convene a Task Force to review
3 the fiscal needs of the State Highway Fund relative to its
4 ability to meet planned operating and capital improvement
5 expenditure requirements; and to develop a revenue plan that
6 will maintain the solvency of the fund through the six-year
7 planning period in an efficient and equitable manner; and
8

9 BE IT FURTHER RESOLVED that the Task Force is requested
10 to report its findings and recommendations to the Legislature
11 twenty days before the convening of the Regular Session of
12 2001; and
13

14 BE IT FURTHER RESOLVED that certified copies of this
15 Concurrent Resolution be transmitted to the Director of
16 Transportation, the President of the Hawaii Automotive Retail
17 Gasoline Dealers Association, the Chair of OMPO's Citizen
18 Advisory Commission, the Managing Director of the Hawaii
19 Transportation Association, the Executive Director of the Tax
20 Foundation of Hawaii, the Vice-President and Chief Economist
21 of the Bank of Hawaii, the President of the Chamber of
22 Commerce of Hawaii, the Executive Director of the Construction
23 Industry Legislative Organization, the Director of the
24 Construction Industry Legislative Organization, the Senate,
25 the Director of Finance, the Director of Taxation, and the
26 Director of Business, Economic Development, and Tourism.
27
28
29
30
31

OFFERED BY: _____

2 spaces





REVISED: November 17, 2000

JUSTIFICATION SHEET

EXHIBIT D-3

DATE: October 10, 2000

DEPARTMENT: Transportation

TITLE: CONCURRENT RESOLUTION CALLING FOR A TASK FORCE AND REQUESTING A STUDY TO REVIEW THE FISCAL NEEDS OF THE STATE HIGHWAY FUND AND REPORT ON DEVELOPING A REVENUE PLAN FOR THE HIGHWAYS DIVISION.

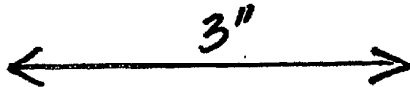
PURPOSE: To authorize the Department of Transportation to convene a Task Force to review the fiscal needs of the state highway fund relative to its ability to meet planned operating and capital improvement expenditure requirements.

MEANS: To develop a revenue plan.



JUSTIFICATION:

This resolution will allow the DOT to establish a Task Force to develop a revenue plan that will maintain the solvency of the state highway fund through the six-year planning period in an efficient and equitable manner.



Impact on the public: There will be no impact on the public for the work required by the task force.

Impact on the department: Staff time will be required to provide the task force with the Highways Division's revenues and expenditures, debt service, current and future projects, the federal-aid reimbursement program and other necessary information.

GENERAL FUND: None.

OTHER FUNDS: State Highway Fund.

PPBS PROGRAM
DESTINATION: TRN 595

OTHER AFFECTED
AGENCIES: Department of Budget and Finance.

EFFECTIVE DATE: July 1, 2001

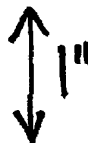


EXHIBIT D-4

REVISED: November 17, 2000

LEGISLATIVE PROPOSALS AND RESOLUTIONS SUMMARY SHEET
21ST LEGISLATURE, REGULAR SESSION OF 2001

Department: Department of Budget & Finance

Date: October 3, 2000

| CODE/RESOLUTION NO. | TITLE |
|---------------------|---|
| BUF-01(01) | RELATING TO LAND COURT |
| BUF-02(01) | RELATING TO RECORDATION |
| BUF-03(01) | RELATING TO THE BOATING SPECIAL FUND |
| BUF-R1(01) | CONCURRENT RESOLUTION CONFIRMING THE USE OF THE HOMES REVOLVING FUND TO PROVIDE FOR THE STATE'S EQUITY CONTRIBUTION FOR THE PAWAA PROJECT. |
| BUF-R2(01) | CONCURRENT RESOLUTION CALLING FOR A TASK FORCE AND REQUESTING A STUDY TO REVIEW THE FISCAL NEEDS OF THE STATE HIGHWAY FUND AND REPORT ON DEVELOPING A REVENUE PLAN FOR THE HIGHWAYS |

EXHIBIT E

STANDARD LANGUAGE FOR TESTIMONY

The following standard language may be utilized in developing testimony for various situations. If in doubt as to what your position should be, please call David J. Rodriguez at 586-0001 or Sam Callejo at 586-0005.

SUPPORT (Examples)

1. We support this (bill/resolution) provided that its passage does not replace or adversely impact priorities as indicated in our Executive Biennium Budget.
2. We support the intent of this bill inasmuch as no costs will be incurred upon its passage, which would adversely impact priorities as indicated in our Executive Biennium Budget.
3. We support the over-all concept of this bill as it includes initiatives supportive of our goals and objectives but we are concerned about the cost implications generated by this proposal.

OPPOSE (Examples)

1. We oppose this bill, as it will adversely impact our already limited resources during these difficult economic times. (Specify in what way in your testimony).
2. We oppose this bill as it includes recommendations, which are too costly. (Specify how much if information is available).
3. We oppose this bill as it is too costly and would create significant problems to implement. (Specify).

BENJAMIN J. CAYETANO
GOVERNOR



EXECUTIVE CHAMBERS
HONOLULU

EXHIBIT F-1

November 22, 2000

The Honorable Norman Mizuguchi, President
and Members of the Senate
Twentieth State Legislature
State Capitol, Room 003
Honolulu, Hawaii 968 13

Dear Mr. President and Members of the Senate:

For your information and consideration, I am transmitting herewith thirty (30) copies of the Department of Transportation's Annual Report for fiscal year ending June 30, 1999.

With warmest personal regards,

Aloha,

BENJAMIN J. CAYETANO

Enclosures

BENJAMIN J. CAYETANO
GOVERNOR



EXECUTIVE CHAMBERS
HONOLULU

EXHIBIT F-2

November 22, 2000

The Honorable Calvin K. Y. Say, Speaker
and Members of the House of Representatives
Twentieth State Legislature
State Capitol, Room 431
Honolulu, Hawaii 968 13

Dear Mr. Speaker and Members of the House:

For your information and consideration, I am transmitting herewith sixty (60) copies of the Department of Transportation's Annual Report for fiscal year ending June 30, 1999.

With warmest personal regards,

Aloha,

BENJAMIN J. CAYETANO

Enclosures

BENJAMIN J. CAYETANO
GOVERNOR



EXECUTIVE CHAMBERS
HONOLULU

EXHIBIT G

September 11, 2000

TO: David J. Rodriguez
Legislative Coordinator
Office of the Governor

FROM: Raymond H. Sato
Comptroller

SUBJECT: 2001 Legislative Coordinator

The following persons have been designated as the department's legislative coordinator and alternate:

Mary Pat Waterhouse, Deputy Comptroller – Coordinator
Telephone: (808) 586-0402
Fax: (808) 586-0775
Pager/Cell: (808) 287-0073/479-4229

Gary Yamaoka, Business Management Officer – Alternate
Telephone: (808) 586-0696
Telephone: (808) 586-0707
Pager/Cell: (808) XXX-XXXX/XXX-XXXX

c: Budget and Finance

EXHIBIT H

COMMENTS AND RECOMMENDATIONS ON BILLS PASSED

DEPARTMENT:

BILL NO. AND TITLE:

INTRODUCER:

BRIEF SUMMARY OF PURPOSE:

SUPPORTERS OF BILL: (Individuals and/or organizations)

THOSE OPPOSED TO BILL: (Individuals and/or organizations)

FINAL FLOOR VOTE: (Please indicate NO votes only)

House: (Representative(s) Names)

Senate: (Senator(s) Names)

COMMENTS:

RECOMMENDATION:

(Please indicate: Approval; Approval with concern; Veto; or No position or No comment)

Director

EXHIBIT I-1

Department: _____

Comments and Recommendations on Resolutions Adopted And Other Studies Requested

2 1ST Legislature, Regular Session of 2001

| RESOLUTION NO. AND TITLE/PROVISO NO. OR ACT NO. | PRODUCT OR SUMMARY | DUE DATE | FUNDING REQUIRED | RECOMMENDATION |
|---|--------------------------|----------|---------------------|----------------|
| | | | | |

EXHIBIT I-2

Department: Department of the Attorney General

Comments and Recommendations on Resolutions Adopted And Other Studies Requested

21st Legislature, Regular Session of 2001

| RESOLUTION NO. AND TITLE PROVISO NO. OR ACT NO. | PRODUCT OR SUMMARY | DUE DATE | FUNDING REQUIRED | RECOMMENDATION |
|--|--|---|---------------------|---|
| 1. Act 127, § 5 (S.B. No. 2151, S.D.1, H.D.1, C.D.1), RELATING TO FIREARMS | Report of findings and recommendations to the Legislature for the reduction of violent firearm crime and the process to seize firearms from unqualified individuals. | 20 days before convening of the 2001 and 2002 Regular Sessions. | Unknown. | Bill creates the "Violent Firearm Crime Coalition" in the Department of the Attorney General, without providing the funding. Coalition members only include one county prosecutor and one county police chief, although each county has its own procedures for seizing firearms. We will implement the Act to the extent reasonably possible within the fiscal and membership limitations . |
| 2. Act 249, § 14 (S.B. No. 2486, S.D.2, H.D.2, C.D.1), RELATING TO TAXATION | Reports on Attorney General's enforcement of the Cigarette Stamp Tax, including expenses, fines, penalties collected, and forfeitures. | 20 days before 2002 and 2003 Regular Sessions. | None. | Submit the reports. Information should be readily available and easily compiled. |

EXHIBIT J

CODE LETTERS ASSIGNED TO AGENCIES

- | | | |
|-----|-----|--|
| 1. | AGR | Department of Agriculture |
| 2. | AGS | Department of Accounting and General Services |
| 3. | ATG | Department of the Attorney General |
| 4. | BED | Department of Business, Economic Development, and Tourism |
| 5. | BUF | Department of Budget and Finance |
| 6. | CCA | Department of Commerce and Consumer Affairs |
| 7. | DEF | Department of Defense |
| 8. | EDN | Department of Education |
| 9. | GOV | Office of the Governor |
| 10. | HHL | Department of Hawaiian Home Lands |
| 11. | HMS | Department of Human Services |
| 12. | HRD | Department of Human Resources Development |
| 13. | HTH | Department of Health |
| 14. | LBR | Department of Labor and Industrial Relations |
| 15. | LIB | Office of Library Services |
| 16. | LNR | Department of Land and Natural Resources |
| 17. | LTG | Office of the Lieutenant Governor |
| 18. | PSD | Department of Public Safety |
| 19. | TAX | Department of Taxation |
| 20. | TRN | Department of Transportation |
| 21. | UOH | University of Hawaii |

EXHIBIT K

Final Legislative Package

Total Sets = 7 (3 originals and 4 copies)

Below are the following sets we need from your department:-

- I. 2 sets/Governor's Office
 - a. 1 set unstapled/original with justification sheet BEHIND the bill and 1 set stapled/copy with justification sheet BEHIND the bill in final form. Please mark "FINAL" in the upper left corner of the first page of each bill and justification sheet, including summary sheet
- II. 3 sets/to be forwarded to the HOUSE
 - a. 1 set unstapled/original with justification sheet BEHIND the bill in final form. Do not mark "FINAL".
 - b. 2 sets stapled/copies with justification sheet BEHIND the bill in final form. Do not mark "FINAL".
 - c. Summary sheet – Please mark "FINAL" in the upper left corner on the first page.
- III. 2 sets/to be forwarded to the Senate
 - a. 1 set unstapled/original with justification sheet BEHIND the bill in final form. Do not mark "FINAL".
 - b. 1 set unstapled/copy with justification sheet BEHIND the bill in final form. Do not mark "FINAL".
 - c. Summary sheet – Please mark "FINAL" in the upper left corner of the first page.

IV. JUSTIFICATION SHEET ONLY

- a. 5 sets unstapled/copies
- b. Please mark "FINAL" in the upper left corner of the first page of each justification sheet.

EXHIBIT L-1



EXECUTIVE CHAMBERS HONOLULU

BENJAMIN J. CAYETANO
GOVERNOR

November 30, 2000

To: The Honorable Benjamin J. Cayetano
Governor, State of Hawaii

Attention: David J. Rodriguez
Legislative Coordinator, Office of the Governor

Through: Seiji F. Naya
Director of Business, Economic Development, and Tourism

From: David W. Blane ***** (Attached Agency) *****
Director, Office of Planning

Subject: 2000 DBEDT Annual Report

Enclosed are two copies of the 2000 DBEDT Annual Report as required by Chapter 201-10, Hawaii Revised Statutes.

Also enclosed are transmittal letters to the Senate and House, which have been prepared for your signature. When these letters are returned to us, we will forward them to the respective offices with the report.

Enclosures

EXHIBIT L-2



EXECUTIVE CHAMBERS
HONOLULU

BENJAMIN J. CAYETANO
GOVERNOR

November 30, 2000

To: The Honorable Benjamin J. Cayetano
Governor, State of Hawaii

Attention: David J. Rodriguez
Legislative Coordinator, Office of the Governor

From: Seiji F. Naya
Director of Business, Economic Development, and Tourism

Subject: 2000 DBEDT Annual Report

Enclosed are two copies of the 2000 DBEDT Annual Report as required by Chapter 201-10, Hawaii Revised Statutes.

Also enclosed are transmittal letters to the Senate and House, which have been prepared for your signature. When these letters are returned to us, we will forward them to the respective offices with the report.

Enclosures